



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FOREIGN LANGUAGE INTERPRETER SUPERVISOR

Job Number: 20001086

Job Code: 51620V000101

Job Group: 5100 - ALLIED EDUCATION

Job Established: 07/16/2005

Job Revised: 02/24/2006

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as a supervisor and performs interpreting and translation services in a foreign language in a variety of settings; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of professional administrative experience. Two years of this experience must have been in a job where duties included providing oral interpretation and written translation services in a foreign language.

Substitute EDUCATION for EXPERIENCE:

A master's degree in public or business administration or a related field will substitute for one year of the professional administrative experience. This master's degree cannot substitute for experience providing oral interpretation and written translation services in a foreign language.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises the delivery of and provides interpretation and translation services. Plans, organizes, supervises and reviews the work of employees to assure economical and efficient operations. Requests employees to work overtime when necessary, approves leave according to departmental policies and procedures, evaluates employee performance and recommends salary increases and promotions. Counsels employees on work-related problems, gives oral and written reprimands and recommends disciplinary actions consistent with departmental policies and procedures. Provides in-service training and recommends employees for specialized training as needed. Recommends the acquisition of staff, supplies and equipment. Interprets and enforces departmental rules, regulations and policies. Develops and recommends policies and procedures pertinent to program area. Requests, collects and analyzes program data so as to writes comprehensive status reports for executive and managerial superiors. Performs in-depth analysis of program support needs and recommends policy and procedural modifications. Reviews records and reports submitted by program recipients or agency staff for compliance with legal, regulatory or policy standards. Responds to programmatic inquires and communicates program policy and procedural changes to cabinet agencies, contractors, recipients and other interested parties. Prepares, reviews, processes and/or recommends approval of contracts, grants and other program implementation initiatives. Reviews, analyzes and reports program impact resulting from legislative, financial or policy changes. Attends professional meetings, civic meetings or other meetings to gather or distribute program information. Develops and implements a plan for the recruitment, assessment and qualification of community interpreters and translators. Designs, promotes and conducts workshops on a statewide basis to increase awareness of serving clients with Limited English Proficiency. Attends professional meetings, civic meetings or other meetings to gather or distribute program information. **Applicants interested in this class will be required to take a language proficiency assessment administered by the Cabinet for Health and Family Services and be deemed qualified according to guidelines established by the Cabinet for Health and Family Services. For additional information on this assessment tool contact the Cabinet for Health and Family Services, Language Access Section at 502-564-7770.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.